



# Land Rent Payout Application

**Please Note:**

The applicant has the right to appeal the authority's decision on the amount required to payout the rental lease.

Once the lease is paid out, the lease ceases to be a "Land Rent Lease".

The authority must make it's decision on this application within 20 working days.

The authority's decision and the registration of the Lease Variation will be notified to ACT Revenue.

## Part 1: Lease/Site details

If more than one lease/site, attach the following details for each lease/site.

Block	<input type="text"/>		
Section	<input type="text"/>		
Unit (if applicable)	<input type="text"/>		
Suburb	<input type="text"/>		
District	<input type="text"/>		
Street Number	<input type="text"/>	Postcode	<input type="text"/>
Street Name	<input type="text"/>		

### OFFICE USE ONLY

Application number	<input type="text"/>
Valuation	Yes <input type="checkbox"/> No <input type="checkbox"/>
ACT Revenue Statement	<input type="checkbox"/> <input type="checkbox"/>
Unopposed Resolution of Owners Corporation (if Units Plan)	<input type="checkbox"/> <input type="checkbox"/>
Fee	<input type="text"/>
Date received	<input type="text"/> / <input type="text"/> / <input type="text"/>
Receipt number	<input type="text"/>
Receiving officer	<input type="text"/>

## Part 2: Applicant details

Surname	<input type="text"/>		
First Name	<input type="text"/>		
Australian Company Number (ACN)	<input type="text"/>		
Company Name	<input type="text"/>		
If a company, position held within the company	<input type="text"/>		
Postal Address	<input type="text"/>		
Suburb	<input type="text"/>		
State/Territory	<input type="text"/>	Postcode	<input type="text"/>
Phone Number (business hours)	<input type="text"/>		
Fax Number	<input type="text"/>		
Email	<input type="text"/>		

## Part 3: Lessee (Property Owner) details

### 1st Lessee's details

Or Govt. Land Manager  
(unleased land only)

Surname

First Name

Company name

Australian Company Number (ACN)

If a company, position held  
within the company

Postal Address

Suburb

State/Territory  Postcode

Phone Number (business hours)

Fax Number

Email

\* Lessee must sign Part 6 of the application form

## Part 3: Lessee (Property Owner) details

### 2nd Lessee's details

Or Govt. Land Manager  
(unleased land only)

Surname

First Name

Company name

Australian Company Number (ACN)

If a company, position held  
within the company

Postal Address

Suburb

State/Territory  Postcode

Phone Number (business hours)

Fax Number

Email

\* Lessee must sign Part 6 of the application form

- All lessees must sign authorising the lodgement, and in doing so give authority to the applicant to negotiate any dealings with the application through to its determination by the relevant authority, or a Power of Attorney must be attached. If there are more than two lessees, please ensure that details and authorisation are attached to the application for each lessee.

- If the lessee is a registered company, organisation or government agency you must execute this application in the proper manner for that company, organisation or government agency. For example, if the lessee is a community organisation, the full name of the community organisation must be stated and the signatory must identify what position of authority he/she holds in the organisation.

- Any application made over a site which has been Unit Titled will require approval in accordance with the articles of association for that units plan and the requirements of the Unit Titles Act 2001.

## Part 4: Documentation Required

1. A valuation of the unimproved value of the land dated no later than 2 weeks before the date of lodgement of this application.
2. ACT Revenue Statement providing that all rent, land tax (if applicable) and rates have been paid up until the date of this application.

Attached  
(please tick)

## Part 6: Applicant & Lessee Declaration

I/we the undersigned, hereby apply to payout the land rent payable on the lease specified in this application;

I/we understand that this application may be electronically scanned;

I/we declare that all the information given on this form and its attachments is true and complete;

I/we understand that the information submitted with this application form will undergo a documentation check prior to the formal lodgement of the application (and payment of fees), and that the application may not be accepted if the required documents are not provided;

I/we the undersigned (lessee) appoint the applicant whose signature appears below to act on my/our behalf in relation to this Land Rent Payout Application. This authorises the applicant to pay all application fees, liaise with the ACT Planning and Land Authority when required, alter, amend or provide further information as necessary and receive any communications relating to this Land Rent Payout Application.

**In addition, if signing on behalf of a company, organisation or Government agency.**

I/we the undersigned, declare I/we have the appropriate delegation or authority to sign on behalf of the company, organisation or Government agency.

CONFLICT OF INTEREST DECLARATION: Does the applicant or lessee have any association with ACT Planning and Land Authority staff?  No  Yes

If yes, please provide details: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PLEASE NOTE: *There are penalties for deliberately giving false and misleading information.*

		Office Use			
Applicant's Signature(s)	<input type="text"/>	Date	<input type="text"/>	Init	<input type="checkbox"/>
1st Lessee's Signature(s)	<input type="text"/>	Date	<input type="text"/>	Init	<input type="checkbox"/>
2nd Lessee's Signature(s)	<input type="text"/>	Date	<input type="text"/>	Init	<input type="checkbox"/>
Govt. Land Manager's Signature <i>(unleased land only)</i>	<input type="text"/>	Date	<input type="text"/>	Init	<input type="checkbox"/>
Delegate of ACTPLA Signature <i>(unleased land only)</i>	<input type="text"/>	Date	<input type="text"/>	Init	<input type="checkbox"/>